

# Job Description Form

## 1. Position Details

<b>Position Title</b> Seasonal Detection Pilot			<b>Position Number</b> Pool
<b>Level/Grade</b> Level P1	<b>Specified Calling</b> N/A	<b>Agreement</b> DBCA Terms & Conditions of Employment for fixed wing Air Pilots 2013	<b>Effective Date</b> July 2018
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Fire Management Services Branch	
<b>Section</b>		<b>Location</b> Albany, Manjimup, Bunbury, Jandakot	

## 2. Reporting Relationships

<b>Position Title</b> Fire Aviation & Equipment Services Coordinator	<b>Level/Grade</b> Level 6 or 7
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Responsible to

<b>Position Title</b> Chief Pilot / HAAMC	<b>Level/Grade</b> Level 7
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Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

Department of Biodiversity,  
Conservation and Attractions  
REGISTERED JDF  
HR OFFICER:   
18 Jul, 2018

Other offices reporting directly to this office

Position title	Level / Grade
Acting Alternate Chief Pilot HAAMC	Level 5
3 x Senior Pilot	Level SP1 Step 8
Aerial Surveillance Management Officer	Level 4
Senior Aviation Operations Officer	Level 5
Variable number of seasonal Detection Pilots	Level P1

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Reporting to the Chief Pilot:

- Participates in flying operations in fixed wing light aircraft for fire suppression, detection, and reporting.
- Other flying duties as directed by the Chief Pilot.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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#### 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Reporting to the Chief Pilot:

##### **FIELD OPERATIONS (95%)**

1. Pilots departmental fixed-wing light aircraft on departmental operations for fire suppression, detection and reporting.
2. Pilots departmental fixed-wing light aircraft on other departmental operations, such as search and rescue and aerial photography, as required.

##### **GENERAL (5%)**

3. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Branch Manager.
4. Undertakes other duties as required by the Chief Pilot.

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## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

**Applicants should address the following six criteria. These should be addressed in no more than two pages in total, plus a cover letter.**

1. Current Australian Commercial Pilots Licence with Class One medical.
2. Minimum 10 hours Pilot in Command aviation experience of Tailwheel aircraft.
3. Australian Security Identification card.
4. Tailwheel undercarriage endorsement.
5. Dangerous Goods Awareness certificate.
6. Current Aeroplane Flight Review (where applicable) with a minimum of 6 months validity to run.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:**

7. Understanding of occupational, health and safety, equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence.
9. Experience in aerial fire suppression, detection and reporting operations. (**Desirable**)

### Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

#### Essential:

*Open, Creative, Responsive, Outcome focused, Collaborative, Integrity.*

**Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.**

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Seasonal (6 months of the year, typically between November and May)		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1 (during period engaged)		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Tail Wheel Aircraft, Aircraft refueling equipment, 4WD if required, office equipment including computer.		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	231111
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>